

Digital Transformation of Enterprise Administrative Management

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Abstract. Digital transformation has become a core driving force for promoting economic and social development and has a profound impact on the transformation and upgrading of various industries. As a key component of the economic operation, enterprises not only ensure the daily economic operation but also play an important role in serving the high-quality development of society, and have significantly influenced the transformation, upgrading, and innovative development of various industries. The traditional administrative management model has revealed its limitations when facing the demands of modern management, especially in responding to increasingly complex management scenarios. Promoting the digital transformation of enterprise administrative management and establishing an intelligent administrative management system have become key paths to enhance management efficiency, optimize service quality, and strengthen security guarantees.

Keywords: Enterprise administrative management; digital transformation; intelligent administrative management system.

1. Analysis of the Current Situation of Enterprise Administrative Management

Currently, administrative management in Chinese enterprises faces many critical issues that require urgent resolution during the process of modernization. These issues mainly include weak information infrastructure, low management efficiency, limited service methods, and insufficient levels of intelligent safety management, which, to some extent, restrict the overall operational efficiency and competitiveness of the industry. The traditional administrative management model is inefficient, relying on the transmission of paper documents and manual approval processes that make management procedures lengthy and cumbersome. The time-consuming processes involved in signing and stamping documents directly affect the internal work efficiency of companies and their external competitiveness in the market. The methods of service provided by companies are relatively limited and fail to meet diverse needs, especially in scenarios such as inquiries and feedback, where service channels lag behind and lack user-friendly design, leading to decreased satisfaction. Safety management measures depend on traditional manual inspections and monitoring, lack sufficient smart technology, and do not provide real-time monitoring and analysis of operational and behavioral data, making it difficult to timely identify and prevent potential safety risks, thus limiting the ability to respond to emergencies. Therefore, accelerating the digital transformation of enterprises by optimizing management processes, enhancing service methods, and introducing intelligent safety management technologies has become an urgent priority to improve the overall operational level and market competitiveness of the industry [1, 2].

2. The Significance of Digital Transformation for Enterprise Administration Management

2.1. Improving Management Efficiency and Reducing Costs

Digital management greatly optimizes various workflows and significantly enhances overall work efficiency through real-time collection, analysis, and processing of information. The core of this management approach lies in utilizing intelligent systems for precise scheduling of resources and personnel, thereby effectively reducing operational costs. Intelligent systems can dynamically adjust plans based on real-time acquisition of various key data and actual conditions, preventing resource

waste and issues caused by excessive waiting times. This not only improves resource usage efficiency but also reduces unnecessary resource waste, directly lowering overall operational costs. In terms of intelligent scheduling, the system can automatically generate the most optimized scheduling plan by analyzing demand and personnel work status comprehensively, ensuring a more reasonable allocation of personnel and avoiding resource waste and time redundancy that may arise from manual scheduling, thus effectively reducing labor costs. Intelligent technology achieves real-time monitoring of operating conditions through the Internet of Things, enabling timely predictions of potential malfunctions, preventing sudden accidents, and allowing necessary maintenance and upkeep before issues worsen, which significantly decreases maintenance costs while also improving operational safety and stability.

2.2. Improve service quality and enhance user experience

The introduction of digital management has brought more convenient and efficient services, significantly enhancing the overall experience. Through technologies such as mobile payment, online platforms, and apps, a series of related operations can be easily completed, enabling access to more personalized services. For instance, the intelligent payment system fully leverages mobile payment technology, allowing users to quickly perform various payment operations via mobile applications, eliminating the need for traditional queuing and waiting times. This not only saves effort but also further improves the convenience and efficiency of the payment process. APP functionalities provide services including information inquiries and reminders via mobile applications, enabling users to check information anytime, anywhere, easily plan optimal solutions, and monitor real-time status and estimated times to ensure greater precision and orderliness. By developing and launching auxiliary functions through APPs, accurate information can be provided to special groups, offering them convenience.

2.3. Strengthen safety management to ensure operational safety

The application of digital management has significantly enhanced the capabilities of safety early warning and prevention, effectively reducing operational safety risks and further ensuring security. By introducing intelligent monitoring systems, it enables comprehensive real-time monitoring of operational status and behaviors, promptly identifying potential risk factors and issuing safety warnings. Corresponding emergency response measures are then implemented to ensure any anomalies are properly addressed immediately. The monitoring system analyzes behavioral data to quickly determine the presence of risk conditions and issue timely alerts for attention, ensuring safety is maintained. Meanwhile, the safety analysis system conducts in-depth analysis of historical data to summarize patterns and underlying causes, providing a basis for safety management decisions. This makes safety management measures more targeted and further reduces the likelihood of safety incidents. The integrated application of these digital technologies not only improves the system's response speed to safety risks but also enhances overall security protection capabilities to be more reliable and efficient [3, 4].

3. Exploration of the Digital Transformation Path of Enterprise Administrative Management

3.1. Build a smart data platform

The establishment of a unified smart data platform aims to integrate various types of data resources, build a complete, accurate, and real-time updated data system, and provide strong support for various business processes. Through data integration, the platform can consolidate various data resources such as operational data, business data, maintenance data, and financial data that were originally scattered across multiple different systems into one platform, ensuring that the operation of the system has a unified data source and avoiding inconsistencies caused by data dispersion. The construction of the platform requires the development of unified data standards and corresponding specifications to

ensure the accuracy, completeness, and consistency of data, avoid data silos caused by differences between systems or departments, and enable seamless sharing and efficient utilization of data between different business modules. In the process of building a data platform, it is particularly important to pay attention to the management of data security, ensuring that data is always kept safe during storage and transmission through technical means, preventing any risks of data leakage or illegal access, especially when sensitive information related to privacy is involved. It is necessary to further strengthen protection measures to ensure that the system can provide efficient operation while fully safeguarding the security and privacy protection of data [5].

3.2. Optimize administrative management processes

The traditional paper-based document transmission method is gradually being replaced by the electronic document circulation mode, which enables the approval process to be online. This not only shortens the approval time but also further improves the overall efficiency of administrative operations. Establishing a comprehensive online approval system is particularly crucial, as traditional paper-based approval processes are gradually being replaced by electronic processes, ensuring that the approval process is not only more transparent and traceable, but also significantly improving approval efficiency. Introducing automation technology can optimize many frequent and repetitive workflows, such as business management, scheduling, and fault reporting, to reduce reliance on manual operations, lower operating costs, and effectively improve overall business processing efficiency. With the widespread application of mobile office platforms, employees can work remotely more flexibly and arrange their work time more reasonably, saving time and costs while further improving the overall work efficiency and response speed of the organization.

3.3. Building intelligent systems

Establishing intelligent systems is an important means of optimizing resource and personnel scheduling, which can significantly improve resource utilization and effectively reduce operating costs. By utilizing advanced technologies such as positioning, data collection, and recognition, the system can achieve real-time monitoring of location, status, and planning to further support automated scheduling and comprehensively improve operational efficiency. The positioning system can track the location in real time, achieve precise trajectory monitoring, ensure comprehensive control of the location, and ultimately greatly improve the overall utilization rate. The system can dynamically adjust settings and optimize solutions according to demand based on business data and actual operational data, in order to improve service efficiency, meet demand, and effectively reduce additional costs in operation [6].

4. Suggestions for Building an Intelligent Administrative Management System

In order to achieve the comprehensive digital transformation of administrative management in enterprises, it is recommended to gradually build an intelligent administrative management system. Firstly, it is necessary to do a good job in top-level design, formulate a systematic digital transformation strategic plan, clarify the transformation goals, implementation content, and execution path of each stage, and ensure that this strategy is closely integrated into the overall development plan of the enterprise, forming an integrated digital transformation plan. This means that not only do we need to set multiple transformation goals such as improving management efficiency, optimizing service quality, and strengthening security, but we also need to develop a detailed digital transformation roadmap, clarify the specific tasks, implementation paths, and required measures for each stage, and ensure that digital transformation has a clear timetable and operability.

The infrastructure construction for digital transformation is undoubtedly the core support for achieving this goal. Enterprises should increase their investment in information infrastructure and comprehensively strengthen the construction of hardware facilities such as network systems and data centers to ensure solid technical support for digital transformation. This includes a comprehensive upgrade of the existing network system to meet the requirements of high bandwidth, high reliability,

and stronger security for future digitization, thereby providing a guarantee for the stability of the entire system. Enterprises should also accelerate the establishment of secure, reliable, and scalable data centers to support data storage and processing services for smart systems, ensuring that the system can cope with the continuous growth of future data volume and business needs.

In the process of digital transformation, technology application and data integration are key links. Enterprises should actively introduce advanced technologies such as cloud computing, big data, and artificial intelligence, gradually build intelligent operation and management platforms, and use these technologies to achieve multiple functions such as intelligent scheduling, intelligent services, security management, and data analysis, thereby comprehensively improving the operational efficiency and service quality of the system. In the specific implementation process, it is necessary to establish unified data standards and specifications to ensure seamless integration of data between different systems, form a mutually recognized data foundation, comprehensively integrate existing dispersed data resources, and build a unified smart data platform, providing strong data support for intelligent decision-making and precise management of enterprises. With the help of big data analysis and data mining techniques, enterprises can gain insights into important information such as business needs and operational status from massive amounts of data, further optimize management decisions, and improve operational efficiency and service quality [7].

5. Suggestions for Promoting the Digital Transformation of Enterprise Administrative Management

To promote the comprehensive digital transformation of enterprise administrative management, strong guarantees need to be formed from three aspects: funding, resources, and systems. Enterprises should proactively plan the overall investment required for digital transformation, clarify the budget for technology construction, system upgrades, and talent cultivation, and ensure that funds can sustainably and stably support project progress through reasonable capital arrangements. In this process, enterprises should also actively expand the participation channels of social capital and partners, attract external investment and resource sharing, thereby reducing the cost pressure of a single entity and enhancing the sustainability of transformation projects. At the same time, a long-term institutionalized support system should be established within the enterprise to provide policy environment and organizational structure guarantees for digital transformation.

At the enterprise level, organizations must respond positively in terms of funding, talent, and institutional development. Enterprises should reasonably increase their investment in human, material, and financial resources, promote the construction and improvement of smart systems, optimize administrative processes through information technology, and improve management efficiency and service quality. At the same time, enterprises also need to establish effective incentive and restraint mechanisms to mobilize employees' enthusiasm for participating in digital transformation and avoid the situation of "upper level promotion and grassroots resistance". In this process, enterprises should attach importance to the adjustment of human resource structure, enhance employees' digital ability construction, and enable digital tools to truly integrate deeply with business operations. By designing systems to ensure the sustainability of transformation projects, digitization is no longer limited to local pilot projects or short-term applications, but has become a long-term stable management approach. In addition, enterprises should establish a clear evaluation mechanism during the implementation process to dynamically monitor and correct the progress, effectiveness, and problems of transformation, thus forming a virtuous cycle.

Digital transformation not only relies on the collaboration between enterprises and governments, but also requires institutionalized arrangements at the industry level to promote the coordinated development of the overall ecosystem. Industry associations and standard setting organizations should strengthen the unity of data standards and system interface standards to avoid information silos caused by technological barriers between different enterprises and platforms. At the same time, it is necessary to establish sound network security and data security standards to ensure that sensitive

data security of enterprises is not compromised while achieving information interconnection. For the industry, it is also necessary to promote cross enterprise data sharing and platform integration, build an industry-specific information ecology based on unified standards, in order to enhance overall competitiveness. On this basis, relevant parties also need to pay attention to the improvement of regulatory mechanisms, and ensure the compliance and sustainability of the digital transformation process of enterprises through standardized and institutionalized external supervision [8].

6. Summary

The role of promoting the digital transformation of enterprise administrative management in improving management efficiency, optimizing service quality, and strengthening security cannot be ignored. This process is not only related to the innovation of management models in the current industry, but also a key path for future enterprises to move towards intelligence and digitization. Enterprises must continue to make efforts in information technology construction, and achieve deep innovation in management models and comprehensive upgrading of service capabilities through the construction of a smart administrative management system. This transformation will significantly optimize the user experience while improving operational efficiency, and ensure security through more refined management methods. The comprehensive promotion of digitalization will also inject new impetus into the sustainable development of enterprises, helping the industry to better integrate the system into the future development framework on the basis of continuously improving technological level and service quality.

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